



Ref: DT19/45143

Ms C Hard
Right to Know

Foi+request-5435-e2532044@righttoknow.org.au

Dear Ms Hard

The Illawarra Shoalhaven Local Health District (ISLHD) received your application under the *Government Information (Public Access) Act 2009* (GIPA Act) on 24 May 2019. We advise this application is invalid.

Your application is invalid because it is not in writing. I **enclose** an access application form for you to complete and return, with payment of the \$30 application fee.

Rights of review

If you do not agree that your application is invalid, you may seek a review of this decision. Your review rights are summarised in the *enclosed* leaflet. You have 20 working days from the date of this letter to apply for an internal review, or 40 working days to apply for an external review.

If you do not wish to seek a review or amend your application, you are entitled to a refund of the application fee.

If you have any questions, please contact the Right to Information Officer, on 4271 9671.

Yours sincerely

Leonie Logan
GIPA Support Officer

Date: 30 MAY 2019

Encl: Application Form
Your review rights under the GIPA Act



Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you require assistance to complete this form please phone Corporate Records on 4271 9671 to speak with a GIPA staff member or you can visit our website at <http://www.islhd.health.nsw.gov.au>

1. Your details

Surname: **Title:** Mr / Ms
Other names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**.....
Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**
Aboriginal or Torres Strait Islander: Yes / No (circle one)
Do you have special needs for assistance with this application?.....
.....
.....

I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

- Australian driver's licence with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

3. Application Fee

Under Section 41(c) applications must be accompanied by a fee of \$30

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

Cheques/Money Orders payable to: Illawarra Shoalhaven Local Health District

(Note: please do NOT send cash by post)

4. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

.....
.....
.....
.....
.....
.....
.....
.....
.....

Are you seeking personal information? **Yes / No** (circle one)

5. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
- Access in another way (please specify)

6. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No** (circle one)

7. Third Party Consultation – Agency other than ISLHD

If the information sought is held by an agency other than ISLHD we may need to consult with this agency.

Do you consent to the details of your application being disclosed to a Third Party? **Yes/No** (circle one)

8. Discount in processing charges

Note: this discount is not for the Application Fee

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).
- Full-time Student
- Non-profit organisation *(including a person for or on behalf of a non-profit organisation)*

AND / OR

- Special benefit to the public – please specify why below:

.....

.....

Applicant's signature:

Date:

Please post this form to:

Right to Information Officer
 Illawarra Shoalhaven Local Health District (ISLHD)
 PO Box 239
 PORT KEMBLA NSW 2505

Phone: (02) 4271 9671

Email: ISLHD-GIPAPrivacyRTI@health.nsw.gov.au

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference:



Your review rights under the GIPA Act

Fact sheet

August 2018

The right to information system in NSW aims to foster responsible and representative government that is open, fair and effective.

You have the right to request a review of certain decisions¹ made by government agencies about the release of information under the *Government Information (Public Access) Act 2009* (GIPA Act):

- a) a decision that an application is not a valid access application
- b) a decision to transfer an access application to another agency, as an agency-initiated transfer
- c) a decision to refuse to deal with an access application (including such a decision that is deemed to have been made)
- d) a decision to provide access or to refuse to provide access to information in response to an access application
- e) a decision that government information is not held by the agency
- f) a decision that information applied for is already available to the applicant
- g) a decision to refuse to confirm or deny that information is held by the agency
- h) a decision to defer the provision of access to information in response to an access application
- i) a decision to provide access to information in a particular way in response to an access application (or a decision not to provide access in the way requested by the applicant)
- j) a decision to impose a processing charge or to require an advance deposit,
- k) a decision to refuse a reduction in a processing charge
- l) a decision to refuse to deal further with an access application because an applicant has failed to pay an advance deposit within the time required for payment
- m) a decision to include information in a disclosure log despite an objection by the authorised objector

¹ Section 80 GIPA Act

(or a decision that the authorised objector was not entitled to object).

You generally have three review options.

1. Internal review

You have **20 working days**² after the notice of a decision has been given to you, to ask for an internal review by the agency that made the decision. An agency may accept an application for internal review out of time, but is not obliged to do so.³

If a Minister or their personal staff, or the principal officer of an agency made the decision, you cannot ask for an internal review⁴, but you can ask for an external review.

Similarly, if the access applicant or one of a number of third parties has sought an internal review of the decision that you are not satisfied with, you are not entitled to seek an internal review of the decision. You are however able to seek an external review.

The review must be carried out by an officer who is no less senior than the person who made the original decision.⁵ The review decision must be made as if it was a fresh application.⁶

There is a \$40 fee for an internal review application. An agency may choose to waive the internal review fee.⁷ No fee applies for an internal review if the decision is a 'deemed refusal' because the agency did not process your application in time⁸ or the internal review is conducted because the Information Commissioner has recommended the agency reconsider its decision under section 93 of the GIPA Act.⁹ In this case, you cannot be charged any review fee.

The agency must acknowledge your application within **five** working days of receiving it.¹⁰ The agency must decide the internal review within **15** working days¹¹ (this can be extended by **10** working days if the agency has

² Section 83(1) GIPA Act

³ Section 83(2) GIPA Act

⁴ Section 82(2) GIPA Act

⁵ Section 84(2) GIPA Act

⁶ Section 84(1) GIPA Act

⁷ Section 127 GIPA Act

⁸ Section 85(2) GIPA Act

⁹ Section 93(6) GIPA Act

¹⁰ Section 83(3) GIPA Act

¹¹ Section 86(1) GIPA Act

to consult with a third party not previously consulted¹², or by agreement with you¹³).

What is a working day?

A working day is defined as any day that is not a Saturday, a Sunday or a public holiday.¹⁴

The close down for Christmas/ New Year is not excluded from the meaning of working day, so that only those days in the close down period that are Saturdays, Sundays or public holidays are excluded from working days for the purposes of calculating time in the GIPA Act.

What do the words 'given to' mean?

A recent Tribunal decision, *Choi v University of Technology Sydney* [2017] NSWCATAD 198 considered the meaning of the words 'given to' in looking at whether an application for internal review had been made within time.

The question before the Tribunal in *Choi* was about giving a notice of decision by email however the Tribunal in looking at the words "given to" also looked at decisions being given to a person by post.

In *Choi*, at [23], the Tribunal's reasoning was that the words "given to" have their ordinary meaning of "delivered" or "handed over".

The Tribunal in *Choi* at [24] to [25] also referred to previous decisions of Tribunals which considered the question of when a decision may be given to a party by posting a letter, served by post, which is when the letter would be delivered in the ordinary course of the post, unless it can be proved otherwise.

The Tribunal in *Choi* found that the notice was given to the applicant when it was received by email.

The Tribunal observed that the email notice was sent by the agency to the Applicant and there was no dispute that the email was received. In those circumstances the Tribunal could not be satisfied that there was a reasonable excuse for the Applicant's delay in lodging a request for administrative review to the Tribunal.

What is service by post?

Section 76 of the *Interpretation Act 1987* provides that:

- (1) If an Act or instrument authorises or requires any document to be served by post (whether the word "serve", "give" or "send" or any other word is used), service of the document:

- (a) may be effected by properly addressing, prepaying and posting a letter containing the document, and
- (b) in Australia or in an external Territory—is, unless evidence sufficient to raise doubt is adduced to the contrary, taken to have been effected on the fourth working day after the letter was posted, and
- (c) in another place—is, unless evidence sufficient to raise doubt is adduced to the contrary, taken to have been effected at the time when the letter would have been delivered in the ordinary course of post.

2. External review by the Information Commissioner

If you disagree with any of the decisions listed above, you can ask for a review by the Information Commissioner.

If you are the person applying for access to information, you do **not** have to have an internal review of the decision before asking the Information Commissioner to review it.¹⁵

If you are not the access applicant, you **must** seek an internal review before applying for review by the Information Commissioner. However, if an internal review cannot be sought (if a Minister or their personal staff, or the principal officer of an agency made the decision), you can seek a review by the Information Commissioner.¹⁶

You have **40 working days**¹⁷ from being notified of the decision to ask for a review by the Information Commissioner.

There is not a provision in the GIPA Act that enables the Information Commissioner to accept applications out of time. On reviewing the decision, the Information Commissioner can make recommendations about the decision to the agency.

Note: You cannot ask the Information Commissioner to review a decision that has already been reviewed by the NSW Civil and Administrative Tribunal (NCAT)¹⁸.

3. External review by the NSW Civil and Administrative Tribunal (NCAT)

If you disagree with any of the decisions listed above, you can ask for a review by NCAT. You do not have to have the decision reviewed internally, or by the Information Commissioner before applying for review by NCAT.

¹² Section 86(2) GIPA Act; IPC Fact Sheet [Why consult third parties; Guideline 5 Consultation on the public interest considerations](#)

¹³ Section 86(4) GIPA Act

¹⁴ Clause 1, Schedule 4 to the GIPA Act

¹⁵ Section 89 (2)(a) GIPA Act

¹⁶ Section 89 (2)(b) GIPA Act

¹⁷ Section 90 GIPA Act

¹⁸ Section 98 GIPA Act

You have **40 working days**¹⁹ from being notified of the decision to apply to NCAT for review. However, if you have applied for review by the Information Commissioner, you have **20 working days**²⁰ from being notified of the Information Commissioner's review outcome to apply to NCAT.

For more information

Contact the Information and Privacy Commission NSW (IPC):

Freecall: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Website: www.ipc.nsw.gov.au

Further Information:

Illawarra Shoalhaven Local Health District

Go to: www.islhd.health.nsw.gov.au

E-mail: xxxxxxxxxxxxxxxxxxxxxx@xxxxxx.xxx.xxx.xx

Mail: PO Box 239

PORT KEMBLA NSW 2505

Phone: (02) 4271 9671

Monday to Friday

8:30am to 5.00pm

(excluding public holidays)

¹⁹ Section 101(1) GIPA Act

²⁰ Section 101(2) GIPA Act